

**Plumas County Children and Families Commission
PCCFC**

Minutes

Wednesday, September 11, 2002

9:00 a.m. – 11:00 a.m.

Public Works Building Conference Room
1834 East Main Street, Quincy

Attendees:

Commissioners: Bill Dennison, Shelley Miller, Jose Pereira, Rita Scardaci, and Elliot Smart

Staff: Ellen Vieira, Executive Director; Diana Conen; Jeff Miller, PCPHA Chief Fiscal Officer

Public: Linda Wymore (Family Empowerment Center)

I. Introductions:

Chairperson Miller called the meeting to order at 9:03 a.m. The meeting attendees introduced themselves.

Commissioner Jose Pereira asked for a moment of silence in honor of the victims of the September 11, 2001 terrorist attacks.

II. Public Comment:

Linda Wymore introduced herself and distributed some information about the Plumas Rural Services, Family Empowerment Center that offers training, advocacy, and support to families with children with special needs and disabilities. The Family Empowerment Center is a grant funded through the California Department of Education.

III. Consent Agenda:

Chairperson Miller suggested that, due to the lack of a quorum, the Commissioners should first hear the Executive Director's Report.

IV. Executive Director's Report:

a. California Children and Families Association Report

Ms. Vieira referred the Commissioners to her calendar and written report. Sherry Novick, the new Executive Director of the California Children and Families Association (CCAFA), is now providing the Prop.10 Briefings to the county commissions. The California Children and Families Commission (CCFC) has released the State Commission meeting schedule for 2003.

The California Children and Families Association (CCAFA) is recruiting county commissioners to be part of a “volunteer fire department.” The commissioners would be available to advocate for Prop 10 and other programs relating to children and families, during the 2003 state budget hearings.

The primary fiscal issues that face the state and county commissions are the anticipated decline in Proposition 10 revenues, the state budget reductions that impact programs for young children and their families, rural travel/administration augmentations to 31 rural counties, and the minimum allocation of 8 small population counties. In response to these issues, the Legislative and Policy Committee will spearhead a fiscal workgroup to facilitate dialogue and develop recommendations to the Association. Ms. Vieira will chair the eight small population county minimum allocation on the workgroup. The CCFC voted in May 2002 to continue funding the rural county allocation/augmentations through the fiscal year 2004. Since the State Commission has directed that these allocations be taken out of the 80 percent of the Prop. 10 revenues allocated to the 58 counties, there is the possibility of a legislative change. The fiscal workgroup will develop options to present to CCAFA for formal support, before any presentation to the State Commission.

b. State Commission Report

The Executive Director of the California Children and Families Commission, Jane Henderson, Ph.D. will be visiting Trinity County, and the executive directors of 10 Northern California counties have been invited to meet with her in Weaverville, October 22, 2002. Ms. Vieira will be attending.

Ms. Vieira distributed copies of the CCFC newsletter and a study developed by the Technical Assistance Service Center (TASC) regarding the varied structures of county commissions. Ms. Vieira noted that commissions are either 1) a county agency 2) a separate entity 3) separate from the county, but subcontracts with the county for specific services (Plumas).

c. PCCFC Program Report

Commissioner Smart commented on the state spending reductions to Child Welfare Services, which reduces statewide staffing by 500 social workers. Commissioner Smart noted that Plumas County receives a minimum staffing level and would not be affected by this reduction. Commissioner Dennison noted that next year’s state budget reductions would probably affect all areas of local government. Commissioner Scardaci noted that Healthy Families parental expansion proposal was denied.

d. School Readiness Initiative Planning Report

Ms. Vieira referred the Commissioners to the School Readiness Initiative planning committee agenda, the list of planning partners, the application timeline included in the agenda packet, and the contract for a consultant, Carol Casaday, on the consent agenda. Ms. Casaday will assist in facilitating the planning committee meetings, and write the narrative for the application to the State Commission. Ms. Casaday is the former Executive Director of Plumas Rural Services and has worked with Sierra Health Foundation and the Plumas County Public Health Agency. She is currently assisting the Health Agency to develop a Bio-Terrorism Plan for Plumas County.

The first planning meeting was held on September 3, 2002 at the Public Works Conference Room in Quincy. There was broad representation from the school district, which included administration staff and teachers. The committee was presented with an overview of the School Readiness Initiative,

guidelines/requirements of the application, as well as the structure for the steering committee and action teams. The need to involve parents in the decision making and planning process was discussed at length.

According to the state guidelines, Greenville Elementary with a 1999 Academic Performance Index (API) score of 5, will require a comprehensive school readiness program (including a kindergarten transition program), which addresses each of the 5 Essential and Coordinated Elements listed in the application. Special circumstances could then be identified in other areas of the county and specific projects could be developed, without the necessity of funding comprehensive School Readiness programs.

Commissioner Miller said her hope is that some of the systems that will be put into place as a result of the school readiness program in Greenville will be expanded district wide. The SR Planning meetings will be a unique opportunity for teachers, school district personnel, early childhood educators, and social service agency representatives to work together to identify assets and needs. The representatives on the planning committee, steering committee, and work groups will vary with each task so that time will not be wasted on large committee meetings. The School Readiness Planning Committee will present the completed application to the Commission for adoption in February 2003. Commissioners; Miller, Russell, Burney, and the Executive Director will provide the PCCFC with monthly reports of the School Readiness planning to allow for questions and comments prior to the formal adoption of the plan.

Chairperson Miller said that, with the arrival of Mr. Dennison, and a quorum of the Commission being present, she would return to the consent agenda.

MOTION: Mr. Smart, seconded by Mr. Dennison, moved to approve the Consent Agenda.

VOTE: The motion passed unanimously.

V. Program Development:

a. 2001-2002 PCCFC Budget Report

Plumas County Public Health Agency-Chief Fiscal Officer, Jeff Miller, presented the FY 2001-02 Budget Report:

Expense	Budget	YTD Expense	Balance	% Spent
EMPLOYEE SALARIES AND BENEFITS	14,477.00	14,877.23	(400.23)	103%
<u>Services and Supplies:</u>				
Communications	860.00	857.81	2.19	100%
Office Equipment	1,309.81	1,309.81	0	100%
Memberships	250.00	250.00	0	100%
Office Supplies	3,070.00	2,567.28	502.72	84%
Professional Services & Service Grants	235,530.00	235,512.20	17.80	100%
Educational Materials	2,536.22	2,536.22	0	100%
Media & Promotional	3,463.78	3,317.79	145.99	96%

Plumas County Children and Families Commission
Minutes of September 11, 2002

Page 4 of 6

Publication & Legal Notices	1,000.00	874.86	125.14	87%
Special Dept. Expense	15,000.00	0	15,000	0%
Travel	8622.00	8,521.04	100.96	99%
In-County Hosting	428.00	411.74	16.26	0%
Contingencies	<u>11,821.00</u>	<u>0</u>	<u>11,821.00</u>	<u>0%</u>
TOTAL SERVICES AND SUPPLIES	283,890.81	256,158.75	27,732.06	90%
Fixed Assets (Computer Hardware)	5,490.19	5085.87	404.32	93%
Transfer In (Indirect to PCPHA for overhead)	22,163.00	22,163.00	0	100%
TOTAL EXPENSES	326,021.00	298,284.85	27,736.15	91%

Mr. Miller noted that the Employees Salary and Benefits line item was overspent by \$400.23 due to a retroactive pay increase that went into effect as of June 4, 2002, retroactive to January 2002. Ms. Scardaci said that this fiscal year's expenditures for Professional Services indicated that more funds were going out for programs and services.

Mr. Miller reviewed the projected revenues for FY 2002-03.

Revenues	6-30-02
Program Trust Fund Balance (5531) on 6-30-02 with interest	530,626
Operating Fund Balance Forward (7015) on 6-30-02	86,879
Administrative Augmentation	115,000
Projected 02-03 Tax Allocation	200,000
Rural Travel Stipend (from CCFC)	7,575
School Readiness Implementation Funds	50,000
BALANCE AVAILABLE	<u>990,080</u>
PROJECTED EXPENDITURES 02-03	-362,620
FUNDS AVAILABLE FOR PROGRAM DEVELOPMENT	<u>627,460</u>

Ms. Vieira said that the Administrative Augmentation funding is not guaranteed beyond the next two years. The CCFC is working to develop a ten-year projection of Proposition 10 revenues. The

forecasting tool is based on models similar to those used by the State Board of Equalization and the Department of Finance. Mr. Miller said that beginning next year all revenues will be deposited directly into the Operating Account, but will still continue to earn interest. The necessary changes in the budget to reflect this will be made.

MOTION: Mr. Dennison, seconded by Mr. Pereira, moved to approve the fiscal report.

VOTE: The motion passed unanimously with Ms. Scardaci abstaining.

b. School Readiness Implementation Funds

Ms. Vieira said that the PCCFC has received \$50,000 from the CCFC in School Readiness Implementation Funds. This represents two years of implementation funds which can be used for School Readiness planning or programs. Ms. Vieira noted that implementation funds may not be used as a match for School Readiness. Ms. Scardaci said that a budget plan for the School Readiness implementation funds would be prepared for the next PCCFC meeting.

c. AmeriCorps Initiative

The CCFC AmeriCorps Initiative offers the opportunity to provide staff support for Strategic Plan objectives and School Readiness Initiative programs. The project, if adopted by the PCCFC, would be administered by Feather River College through Project Teach, directed by Michelle Moutes. PCCFC will apply for six .25 FTE workers at a cost of \$15,000 per year over the next three years. Ms. Vieira said that there is a training component built into the program and Feather River College would provide the supervision and the disbursement of the stipend checks.

Commissioner Dennison questioned the overall effectiveness of AmeriCorps. Ms. Scardaci said that it makes sense to use a successful program already in place at Feather River College. Ms. Scardaci noted that PCPHA has encountered some challenges dealing with the Northern California regional office of AmeriCorps. Ms. Vieira noted the added benefits of the project would include building staff capacity of the school readiness programs without the expense of hiring additional employees and enhancing the Early Childhood Education/Development AmeriCorps Program at Feather River College. The application is due September 20, 2002. Ms. Vieira will submit the application in partnership with the college and the Plumas County Office of Education.

The impact on the PCCFC for the AmeriCorps Program will be approximately \$75,000 over a three-year period. Ms. Vieira will submit the application by September 20, 2002 and will bring it back to the Commission at a future meeting.

d. Four County Oral Health Project

Ms. Vieira met with the Executive Directors of Sierra and Lassen County Children and Families Commissions regarding the Regional Oral Health project. Ms. Vieira referred to the letter to Barbara Marquez, CCFC Health Program Specialist. Laura Roberts of Lassen County has had difficulty scheduling the training for local dentists and requested an extension from the CCFC, which has been approved until the end of January 2002. The provider training will be scheduled in the fall of 2002.

While the regional project did not produce the desired results, Ms. Vieira recommended that PCCFC remain involved on a regional level. Oral health is a priority area for the CCFC and the regional project may be in a favorable position to become a state pilot dental project. Extending regional oral health to include additional counties could also increase the opportunity for future foundation funding. Ms. Vieira also recommended that the Commission's funds be invested locally to address the oral health care of young children and no additional funding be allocated to the Four County Oral Health Project.

Ms. Scardaci said that there is three clinics in Plumas County (Greenville Rancheria, Plumas District Hospital, and Eastern Plumas Health Care) that already accept Denti-Cal and Healthy Families Insurance. She recommended approaching them directly to find out how PCCFC could help. Public education efforts will help to change behaviors, but case managers are needed to assist families with service access, insurance assistance, and working with local dentists to serve young children. Ms. Vieira said that the kindergarten teachers that she surveyed in preparation for School Readiness, noted oral health problems in children entering kindergarten.

Ms. Vieira will return to the Commission in February or March 2003 to discuss funding options for oral health.

Ms. Vieira noted that Plumas Rural Services and the Plumas Literacy Program have been awarded Community Based Organization (CBO) grants from CCFC to distribute Prop 10 materials and messages. Rogers and Associates has been contracted through the State Commission, will keep will administer the program.

A Public Information Request by a Los Angeles Times reporter requesting information from all 58 County Commissions on all funded programs and what funds have been expended for staff, evaluation, parent education, administration, etc. Ms. Vieira has provided the information as requested by the CCFC and the Association (see attached charts).

VI. Public Comment:

There was no public comment.

VII. Next Meetings:

The next meetings are scheduled for October 9, 2002 and November 13, 2002. Mr. Dennison said that he will be out of town in October.

VIII. Adjournment:

MOTION: Mr. Dennison moved to adjourn the meeting, seconded by Ms. Scardaci.

VOTE: The motion passed unanimously.

The meeting adjourned at 10:50 a.m.

Minutes respectively submitted by: Diana Conen, Staff